



JOB DESCRIPTION: Police Officer

JOB TITLE: Police Officer
DEPARTMENT: Police
PAY GRADE: 60
EXEMPT: N
FULL-TIME: Y

Date Created: 09/13/00
Last Updated: 06/03/08

JOB SUMMARY:

Patrol and provide enforcement, detection and crime prevention under the laws of the City, State, and United States. Carry out special assignments in the field of law enforcement; perform related work as required; provide reports of assignments and/or related work as needed.

ESSENTIAL JOB FUNCTIONS:

- Be a responsible steward of the public trust; strive for excellence in public service and enhancement of the quality of life for all.
- Enforce appropriate City ordinances, State and Federal laws, all written directives.
- Make ethical decisions that conform to applicable laws, departmental policy, regulations, etc., without supervision when appropriate.
- Work well with the public and co-workers daily, communicating effectively, maintaining alertness, composure, helpful attitude and professionalism in all circumstances, including stress, verbal abuse, criticism, and/or other adverse conditions.
- Provide police services and assistance.
- Follow a chain of command and instructions, be receptive to supervision.
- Immediately comprehend and execute orders from a supervisor in emergency situations.
- Adapt toward procedures, programs, regular and special assignments.
- Begin and seek out work without supervision.
- Recognize the need for supervisory intervention and seek it when needed; keep supervisors informed of relevant activity.
- Recognize, identify, and preserve crime scenes.
- Complete accurate, thorough investigations.
- Load and unload police equipment from a vehicle, including lifting objects over 15 pounds from truck, back seat, etc.
- Demonstrate competent weapons proficiency.
- Clean and maintain duty weapons.
- Use appropriate force to control hostile subjects.
- Perform defensive and/or other hand-to-hand combat tactics.
- Display proficiency in officer survival and safety tactics.
- Physically restrain individuals using the minimum amount of force necessary.
- Use the minimum force necessary to effect arrests of combative or hostile subjects.
- Physically assist intoxicated subjects in walking, entering police car.
- Search persons/vehicles for weapons, evidence, contraband.
- Search buildings in dark or low-light conditions.
- Chase suspects for extended distances (over 100 yards).
- Walk long distances (over 1/4 mile).
- Administer CPR/first aid in emergency medical situations.
- Assist ambulance attendants/ carrying victims under adverse conditions.
- Direct or control traffic with a flashlight or hand signals for more than one hour at a time.

- Stand on hard surfaces for long periods of time (over 1 hour).
- Operate speed detection radar, video camera, mobile radio.
- Drive safely under adverse weather conditions, even at high speeds.
- Engage in safe high-speed driving while pursuing suspects or responding to calls.
- Operate a motor vehicle for extended periods of time (several hours).
- Work in congested traffic in and out of a police vehicle.
- Set up roadblocks using traffic barriers other than cars.
- Search the area of an accident to determine the cause.
- Examine vehicles for information to prepare accident reports.
- Use force to open jammed vehicle doors.
- Observe gruesome sights; e.g., deceased persons, battered children, etc. without losing composure.
- Perform duties acceptably after long hours (over 24) without sleep during emergency situations.
- Attend all courts as scheduled or requested.
- Verbally articulate testimony in court.
- Provide field training for new recruits.
- Work in all weather conditions; inside or out; light or dark.
- Work any day of the week, any hour of the day, extra assignment(s) as needed.
- Communicate effectively via police radio, telephone and in person, and MDC with citizens, co-workers, supervisors and instructors, including persons of diverse backgrounds, without bias or prejudice.
- Effectively share work information.
- Respond positively to constructive criticism.
- Behave in manner conducive to high morale; express enthusiasm for work assignments, environment, personnel, and management.
- Complete all reports and paperwork promptly, legibly, accurately, thoroughly, neatly and with correct grammar and spelling.
- Follow through on assignments in a timely manner.
- Develop and adequately utilize sources of information.
- Use and maintain departmental equipment safely and properly.
- Observe and report hazardous conditions.
- Maintain an acceptable physical fitness level, including visual acuity correctable to 20/20 without color blindness, normal hearing range.
- Arrive at work on time at an assigned area.
- Maintain the appropriate uniform and acceptable personal hygiene.
- Carry/wear appropriate extra equipment other than a gun belt, e.g., armor, shotgun, etc.
- Maintain work area neatly, safely and in organized fashion.
- Display self-confidence and authoritative manner with conduct reflecting favorably on the Department and on the City.
- Must not pose a threat to the health and safety of self or others.
- Act in a civil, respectful manner at all times to management, co-workers and others.
- Other duties as may be assigned.

OTHER JOB FUNCTIONS:

Assist individuals with mobility impairments when appropriate. Assist in medical emergencies when needed.
Fuel police vehicle

REQUIRED EXPERIENCE, KNOWLEDGE, SKILLS & ABILITIES:

Aptitude and personal commitment for law enforcement work; ability to think clearly and act effectively in emergency situations, making sound and logical decisions quickly; good prioritizing and problem-solving abilities; ability to remember details of incident; names and faces; physical ability and good cognitive skills required for successful performance of essential functions. Good grammar, writing, composition skills. Legible handwriting; good radio manners and voice; physically fit for all essential job functions including the ability to pass the Wylie Police Department Physical Fitness Test. (See attached.) Ability to effectively interact with all levels of co-workers, management staff, citizens and the public. Ability to work overtime as needed. Ability to maintain an acceptable attendance history. Ability to pass a pre-employment drug screening test, physical and criminal background check.

REQUIRED EDUCATION, TRAINING, LICENSES & CERTIFICATIONS:

High School Diploma or equivalent; Valid Texas Driver's license without restriction (Except "A"). Citizen of the United States, 21 years of age, clear driving record, no felony convictions.

PHYSICAL GUIDELINES:

Very high ability, exerting over 100 pounds occasionally, 50-100 pounds frequently and/or 20-50 pounds constantly. Requires walking, sitting, running and/or standing to a significant degree. Position required that no visible tattoos be present.

HIPAA COMPLIANCE STATEMENT

All employees who have access to health information whose confidentiality is protected by the HIPAA Privacy Rule must have an understanding and knowledge of the Privacy Rule that corresponds to their job responsibilities and of the Police Department's policies and procedures that impact their job duties. Employees who violate the requirements of the HIPAA Privacy Rule will be subject to discipline, up to and including termination.

PHYSICAL ACTIVITIES REQUIRED:

Standing	Sitting	Walking	Lifting	Running
Carrying	Pushing/Pulling	Reaching	Handling	Chasing
Fine Dexterity	Kneeling	Crouching	Crawling	Talking
Bending	Twisting	Climbing	Balancing	Hearing/Vision
Striking	Wrestling	Shooting		

PRIMARY WORK ENVIRONMENT: Indoors/Outdoors

SHIFT WORK: Y

CALL-OUT: Occasionally

This description is not meant to be all-inclusive of tasks that may be required to be performed on an irregular basis; nor is it intended to be an exhaustive list of all duties and skills that may be required. This job description may change at any time, for any reason, deemed necessary by management.